

On Water Event Hazard Management Plan

Introduction

This guide is a sample of a possible on water hazard management plan.

Responsibility is on the event organiser to identify, manage hazards and for ensuring that the plan is followed and that there is compliance with the requirements of the Health and Safety in Employment Act 1992.

Instructions

- Please identify hazards and issues in the boxes and describe how each hazard or issue is to be managed. Ask yourself “what if?”
- Assess if the risk control will **Eliminate, Isolate or Minimise**. These are standard health and safety terms to describe how you are reducing or removing the hazard. Ideally you will eliminate (remove) the hazard, then isolate or minimise.
- Estimate the likelihood of the hazard occurring - 1 is low, 5 is high.

Note: this is a guide only, and is not an exhaustive list. There may be other items that need attention that are not on this list.

1. Environmental effects on people to consider

- Effect of wind/rain and UV protection, extreme weather conditions - cancellation/postponement

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (what is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	When	Event day ✓
Example: Unsafe sea conditions	Wind above 25kts	Postpone event	E	2	Organiser	Before 8am	

2. On water risks

- Site specific hazards for on water, drowning, collision between competitors, collision between competitor and recreational vessel etc
- Consider including risk control factors such as; qualified lifesavers and rescue craft to be provided

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (what is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	When	Event day ✓
Example: Drowning	Falling / tipping out of a waka	Lifejackets for all participants; 3 safety craft on water; keep all activity close to beach	M	3	Organiser	Before 8am	Event Day
Example: Collision	Collision between recreational vessel and waka	3 safety craft patrolling perimeter of waka course; public notice advising the event; VHF radio broadcast by coastguard	M	2	Organiser		Event Day

3. Accident & health emergencies

- First Aid
- Key emergency contacts
- Report/recording of accidents (please report any accidents to your event specialist)

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (what is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	When	Event day ✓
Example: Personal injury/health injury	Accident on waka, pre-existing conditions	St John's on site 3 club members with current first aid certificates	I	1	Organiser		Event day

4. Miscellaneous

- Contingency plan - do you have a contingency plan or rain date?
- Site map (to be included)
- Site specific hazards
- Communication plan internal/external

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Other relevant information

Emergency contacts, site or route map etc.
